# Writing Practice Tool Guide

## Virginia Standards of Learning

## Grades 5, 8, & End-of-Course (EOC) Writing

# Table of Contents

## OVERVIEW

Beginning with the spring 2013 test administration, the Standards of Learning (SOL) writing test will be administered online.   To help prepare students for the online implementation of the short paper component of the writing test, a Writing Practice Tool is being provided to school divisions. The Writing Practice Tool allows students to practice using the online writing format utilized by TestNav$^{TM}$, the online testing software used in Virginia. Because a prompt is not provided with the Writing Practice Tool, it will be necessary for teachers or other adults to provide a practice prompt to students when using the tool.

This practice guide has been developed for teachers, or other adults, to guide students through the use of the Writing Practice Tool. The use of this guide is strongly encouraged, as it will help to ensure that students are familiar with the new online format and design. The directions in the guide will lead students through practice with the online tools and will familiarize students with how to navigate through the test.

Prior to guiding students through the direct writing site, carefully read the practice guide. All directions which should be read aloud to the students are in **bold Arial font** and stand out from the remainder of the text. All other text is for your information and does not need to be read to students.

The student's response to the writing prompt will not be scored; however, the student will have the opportunity to save and/or print the response. The saved response cannot be edited, as the response file is in a PDF format.

The following Change Log indicates any updates to this document.

| Change Log | | |
|---|---|---|
| **Version** | **Date** | **Description** |
| V.1 | 08/18/2011 | Original document published for Writing Practice Tool |
| V.2 | 01/16/2012 | Updated to include added formatting buttons and Spell Checker; Removed use of dictionary from materials needed (students will not be able to use a dictionary during the actual field test) |
| V.3 | 2/08/2013 | The Writing Tool is updated to include a "Sample" screen upon login, and the prompt, Checklist for Writers, and shortcut copy and paste keys are now available in the exhibit Window.  There are also amended exit and review screens. |

## SYSTEM REQUIREMENTS FOR TESTNAV

The minimum hardware requirements for all workstations used to access TestNav are available at
http://www.pearsononlinetesting.com/TestNav/7/index.html

## PROVIDING A PROMPT TO USE WITH THE VIRGINIA SOL WRITING PRACTICE TOOL

To provide as much flexibility as possible for students and teachers, a prompt is not provided within the Writing Practice Tool. Instead, the teacher will need to provide students with a prompt to use as they practice composing a response within the tool. Please note that the prompt may not be entered into the TestNav™ practice tool but should be provided via another means—written on the chalkboard or whiteboard or provided on a sheet of paper.

Prompts that may be administered on the new Writing Standards of Learning (SOL) tests, beginning with the spring 2013 test administration, can be found at this location:
http://www.doe.virginia.gov/testing/sol/standards_docs/english/2010/online_writing/index.shtml

## OPENING THE VIRGINIA SOL WRITING PRACTICE TOOL

Go to the Virginia Department of Education Web site:
http://www.doe.virginia.gov/testing/sol/standards_docs/english/2010/online_writing/index.shtml

Under the heading "Writing Practice Tools and Guide" click on the Grade 5, Grade 8, or End of Course link. Since this is a web based application, the link will take you directly to the Writing Practice Tool.

**OR**

 Go to the Virginia Department of Education Web site:
http://www.doe.virginia.gov/testing/sol/practice_items/index.shtml#writing

Under the heading "Writing Practice Tools" click on the Grade 5, Grade 8, or End of Course link. Since this is a web based application, the link will take you directly to the Writing Practice Tool.

## MATERIALS NEEDED WHEN USING THE VIRGINIA SOL WRITING PRACTICE TOOL

Scratch paper and a pencil should be provided to each student.

## ONLINE TOOLS AVAILABLE ON THE VIRGINIA SOL WRITING PRACTICE TOOL

The following tools can be accessed by clicking the appropriate icon on the toolbar at the top of the screen.

| Tool Icon | Description |
|---|---|
|  | **Pointer** – Use the pointer to respond to questions. |
|  | **Eraser** – Use the eraser to remove pencil marks. |
|  | **Notepad** – Use the notepad tool to make notes.  Notes can be copied and pasted between the notepad tool and the writing response area. |
|  | **Pencil** – Use the pencil tool to write within the exhibit window. |
|  | **Exhibit** – Use the exhibit tool to access the writing prompt, the Checklist for Writers, and the shortcut copy and paste keys. |
|  | **Help** – Use the help tool to display information about a specific tool on the top toolbar. |

The following tools are available at the top of the writing response area. Shortcut keys are listed in the table, if available.

| Tool Icon | Description | Shortcut Keys |
|:---:|:---|:---:|
| **B** | **Bold** – Use the Bold tool to make selected text bold. | CTRL + B key(PC)<br>Command + B key(Mac) |
| *I* | **Italic** – Use the Italic tool to make selected text italic. | CTRL + I key(PC)<br>Command + I key(Mac) |
| U | **Underline** – Use the Underline tool to make selected text underlined. | CTRL + U key(PC)<br>Command + U key(Mac) |
| ▶≡ | **Indent** – Use the Indent tool to indent selected text. | None |
| abc Spell Check | **Spell Check** – Use the Spell Check tool to check the spelling of the typed text. | None |
| Cut | **Cut** – Use the Cut tool to cut selected text for pasting. | CTRL + X key(PC)<br>Command + X key(Mac) |
| Copy | **Copy** – Use the Copy tool to copy selected text within an open-ended response area. | CTRL + C key(PC)<br>Command + C key(Mac) |
| Paste | **Paste** – Use the Paste tool to paste selected text within an open-ended response area. | CTRL + V key(PC)<br>Command + V key(Mac) |
| Undo | **Undo** – Use the Undo tool to undo the previous command that was completed. | CTRL + Z key(PC)<br>Command + Z key(Mac) |
| Redo | **Redo** – Use the Redo tool to redo the previous deleted command that was completed. | CTRL + Shift + Z key(PC)<br>Command + Shift + Z key(Mac) |

## SPECIFIC DIRECTIONS FOR USING THE VIRGINIA SOL WRITING PRACTICE TOOL

### Introduction
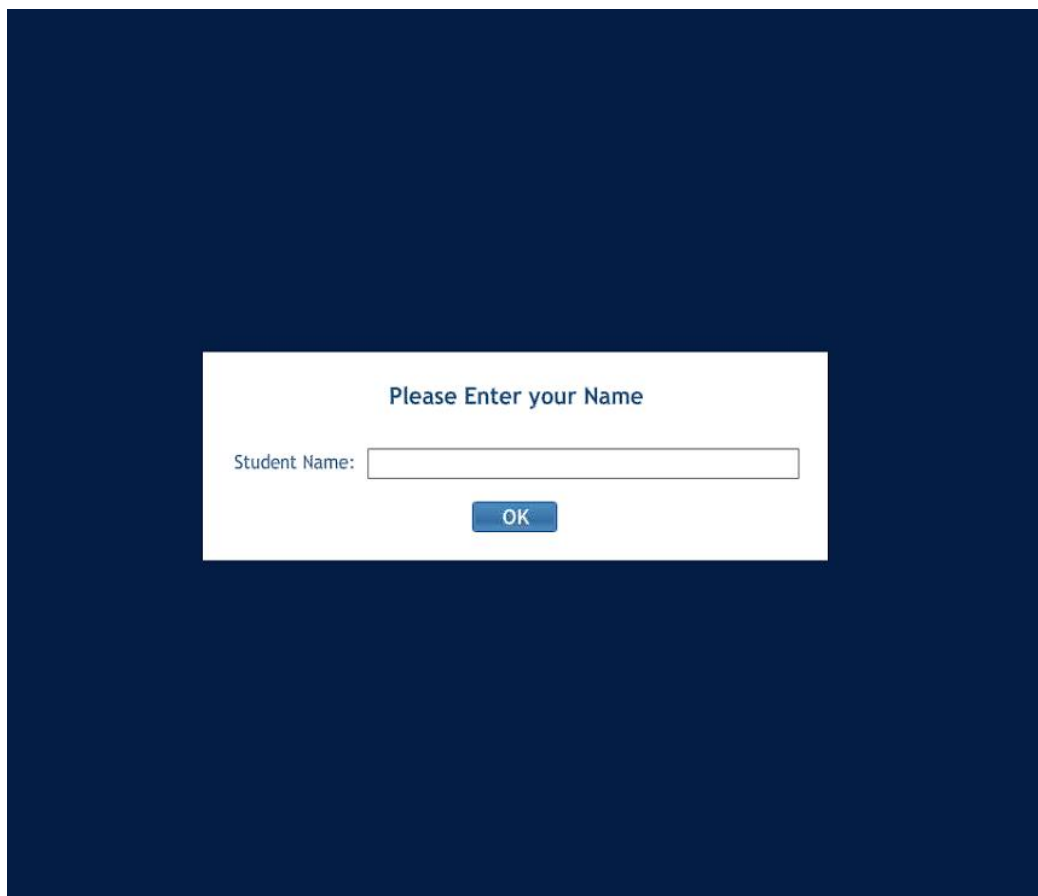
**SAY**   **Today you will be working with a Writing Practice Tool to help you practice writing on the computer and to help you prepare for the short paper component of the online Standards of Learning writing assessment. You will type a response to a prompt that will be provided. Before I distribute the prompt, I want to review the design of the writing practice tool, as well as the online tools that are available for your use.**

**Do you have any questions before we start?**

Pause to answer questions.

Have students open the Writing Practice Tool (see page 6). A screen will appear that prompts the students to enter their names.

**SAY**   **You should see a screen that asks you to enter your name. Please type your name in the box and click *OK* on the screen.**

Pause while students enter their names. Note that the name entered here will appear on the student's short paper if it is saved or printed. For this reason, you may find it helpful for the student to enter his full name.

**SAY** **The first screen has the word "Sample" on it.  It is an image of what the screen will look like once you advance to the next screen and are read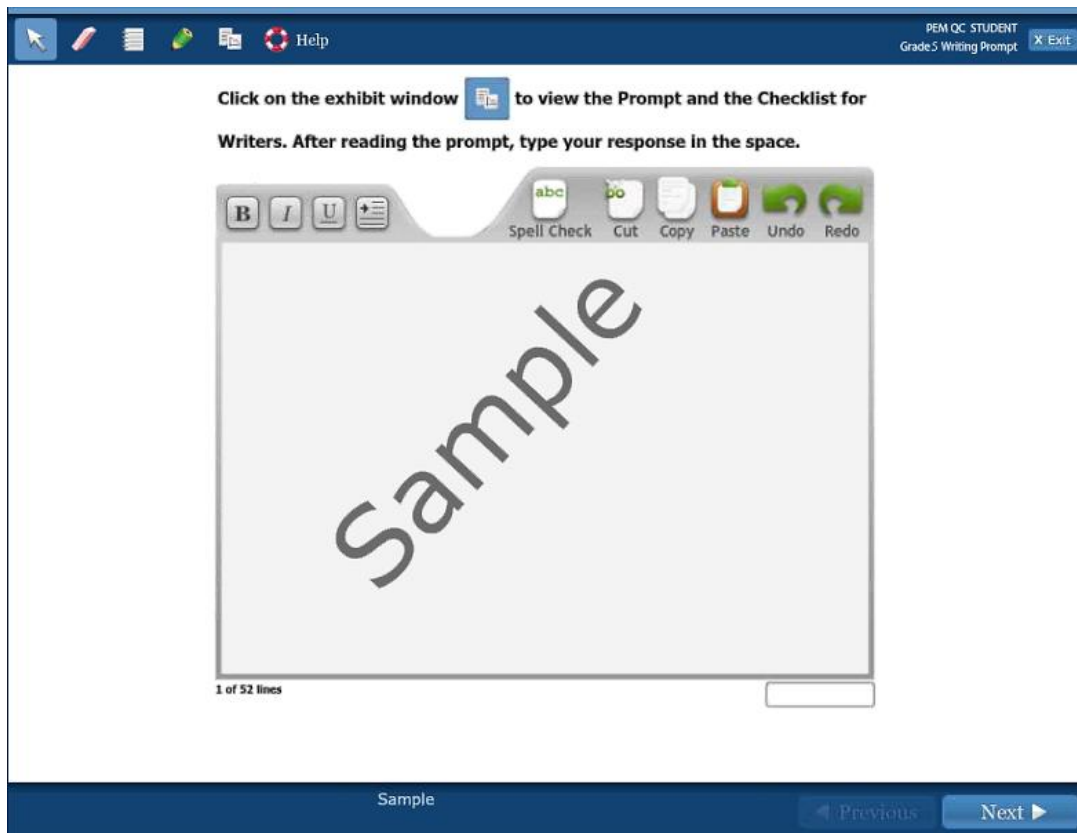y to respond to a prompt.  You cannot type on this current screen.  Rather, this screen is provided as a sample so that the tools in the top blue toolbar can be explained before you begin typing.**



**SAY** **Let's look at the screen.  In the center is the writing response area where you will be typing a response to the prompt.  Notice that there are two sets of tools that you may use. Some of the tools are in the blue toolbar at the top of the screen, while others are directly above the writing response area.**

**Let's look at the toolbar at the top of the screen. There are icons for an eraser, a notepad, a pencil and an exhibit window. There is also a Help icon. This icon has a red and white life preserver with the word "Help" next to it. Information about each of the tools located on this toolbar is provided when you click the Help icon. We will practice using these tools before you begin responding to a practice prompt.**

Now, click on the exhibit icon (  ) at the top of the screen.  It is the icon directly to the left of the Help icon and looks like two pieces of paper.

Pause while students click on the exhibit icon.

SAY    You may change the size of the exhibit window by placing your cursor near the lower right corner of the exhibit window until your cursor changes to a double ended arrow. Drag the cursor toward or away from the center of the exhibit window until the exhibit window is the size you want. You may also move the exhibit window by placing your cursor on the blue exhibit window task bar. Drag the exhibit window to the desired location on the screen. Practice resizing and moving the window on your screen.

Pause while students resize and move the window.

SAY    Are there any questions about resizing and moving the exhibit window?

Answer any questions.

SAY    The exhibit window contains four tabs.  The tabs of the exhibit window are titled "Prompt," "Checklist for Writers," "Shortcut Keys," and "Copyright."
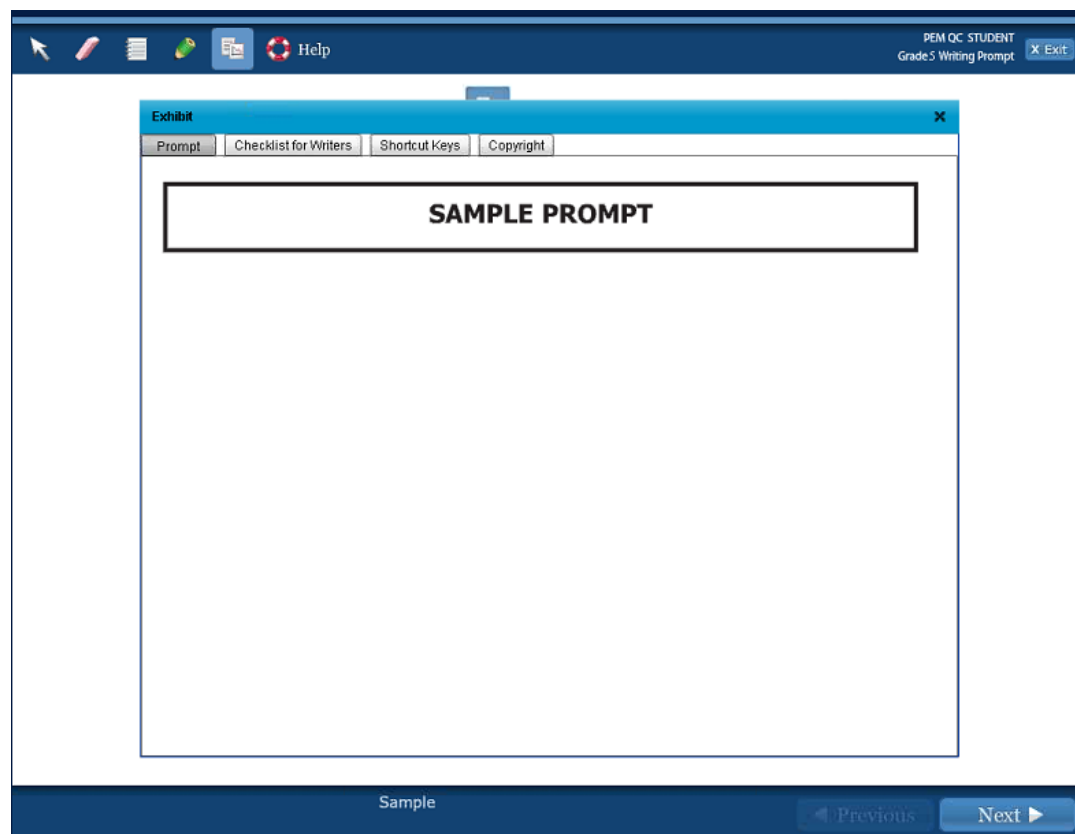
**SAY    The first tab says "Prompt."  On the actual Standards of Learning writing test, the tab for the prompt will include the words "SAMPLE PROMPT" while you are viewing the sample screen, just as it does now. When you move to the response area on the actual Standards of Learning test, the prompt will be displayed when the exhibit window is first opened in the location where the words "SAMPLE PROMPT" are written now.**

**The second tab says "Checklist for Writers."  Click on it now.  Notice the tab turns gray when it has been selected.**

Pause while students click on the Checklist for Writers tab.
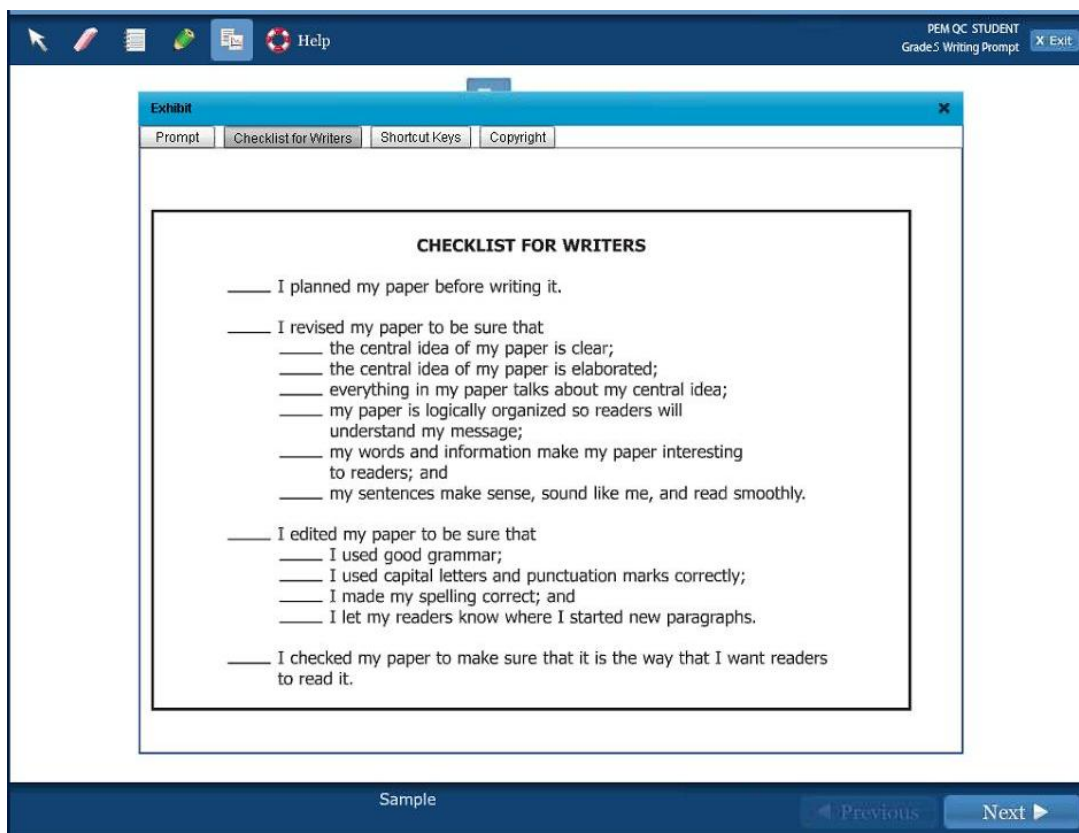


**SAY    You can reference the Checklist for Writers while you are writing your paper.  The pencil tool can be used to mark on the Checklist, as well as any of the other tabs in the exhibit window.  We will practice using the pencil tool in a few minutes.**

**The third tab is titled "Shortcut Keys."  Click on this tab now.**

Pause while students click on the Shortcut Keys tab.
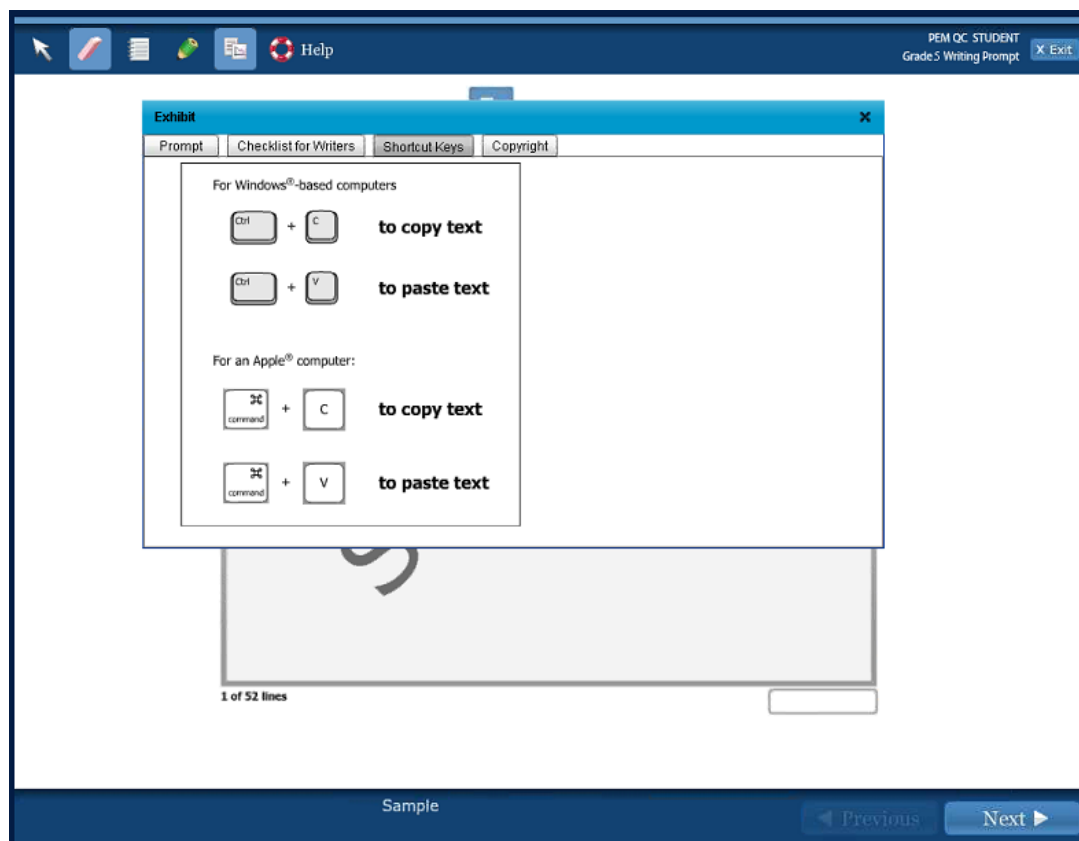
**SAY**   **This tab has the keyboard keys that may be used to copy and paste text.  You may copy and paste text within your written response and also between the notepad tool and the writing response area using these shortcut keys.  We will practice using the shortcut keys as we practice entering text into the response area.** (Pause.) **The last tab is titled "Copyright" and has copyright information that is not necessary for you to reference.**

Pause.

**SAY**   **When typing your response, you may want to leave the exhibit window open so the prompt or Checklist for Writers is visible. Or, you may choose to open and close this window to access the prompt or Checklist for Writers while responding. You may open and close this window as many times as necessary.**

   **To practice closing the exhibit window, click on the "x" in the upper right hand corner of the window.  You can also click on the exhibit window icon in the blue toolbar to close the exhibit window.**

Pause while students practice opening and closing the window.

**SAY**   **Now, open the exhibit window and click on the second tab to display the Checklist for Writers.**

Pause.

**SAY**   **You may use the pencil tool to mark on your Checklist for Writers. Click on the icon with the green pencil (     ). This is the pencil tool. Now, place the pointer on any line of the checklist. Draw a checkmark or an "x" on the line.**

Pause.
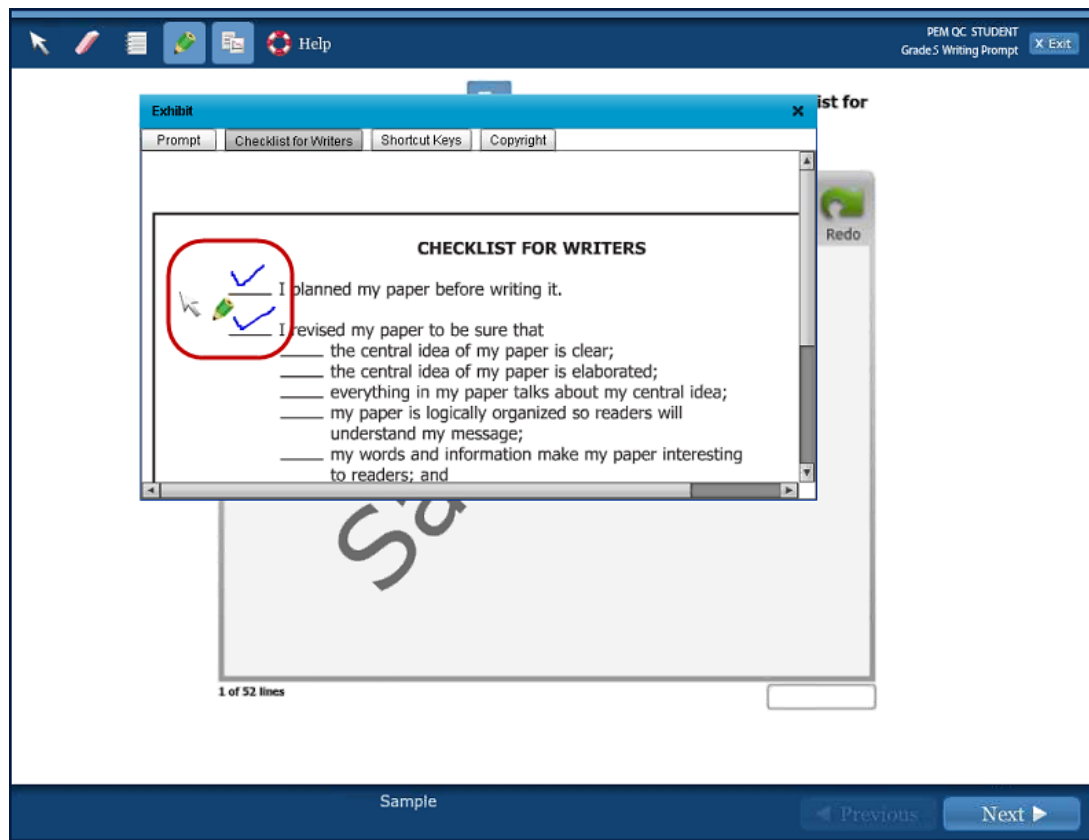


**SAY**   **You may use the pencil tool to mark items on your checklist as you respond to the prompt. Practice marking the checklist several more times with this tool. When you are finished, put the tool away by clicking again on the pencil tool icon, but leave the exhibit window open.**

Pause while students practice using the pencil tool.

Note: When on the actual response screen, the pencil tool can only be used within the exhibit window and outside the writing response area.

**SAY**   **Are there any questions about how to use the pencil tool?**

Answer any questions.

**SAY**   **Next you will practice using the eraser tool to erase a mark you have drawn with the pencil tool.**

**Click on the icon with the pink eraser (       ). This is the eraser tool. Now, click on a mark you made with the pencil that you now want to erase. Notice when you hover the eraser over a mark, it changes the blue mark to red; when you click on it, the mark disappears.** (Pause.) **Practice erasing several marks you have made. When you are finished practicing, click on the eraser tool icon to put the tool away.**

Pause while students practice using the eraser tool. Answer any questions.



**SAY**   **Now click on the "x" in the upper right hand corner of the exhibit window to close it. You can also click on the exhibit window icon in the blue toolbar to close the exhibit window.**
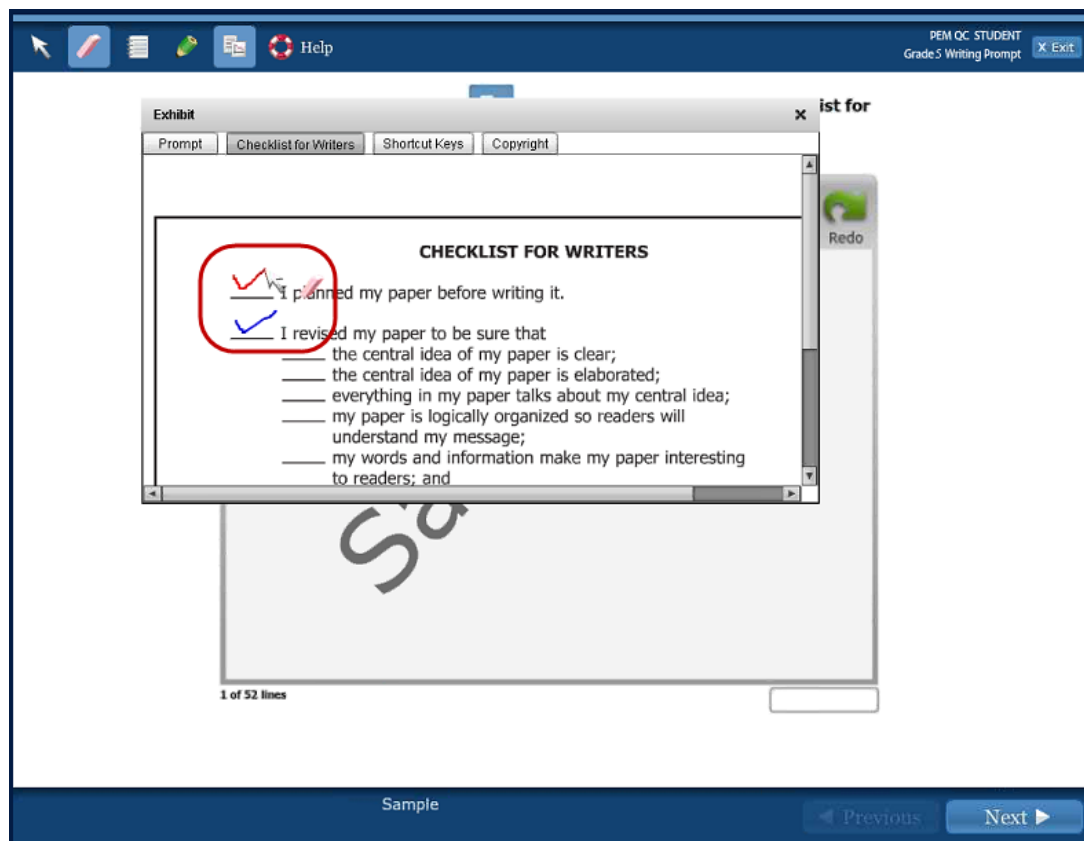
Pause while students close the window.

**SAY**   **Now locate the icon on the top toolbar that looks like a piece of paper in a spiral notebook (       ). This is the notepad tool. Click on this icon. A window will open, and you will see the word "Notepad" and a blank section with a cursor within the window.**

Pause while students click on this icon.
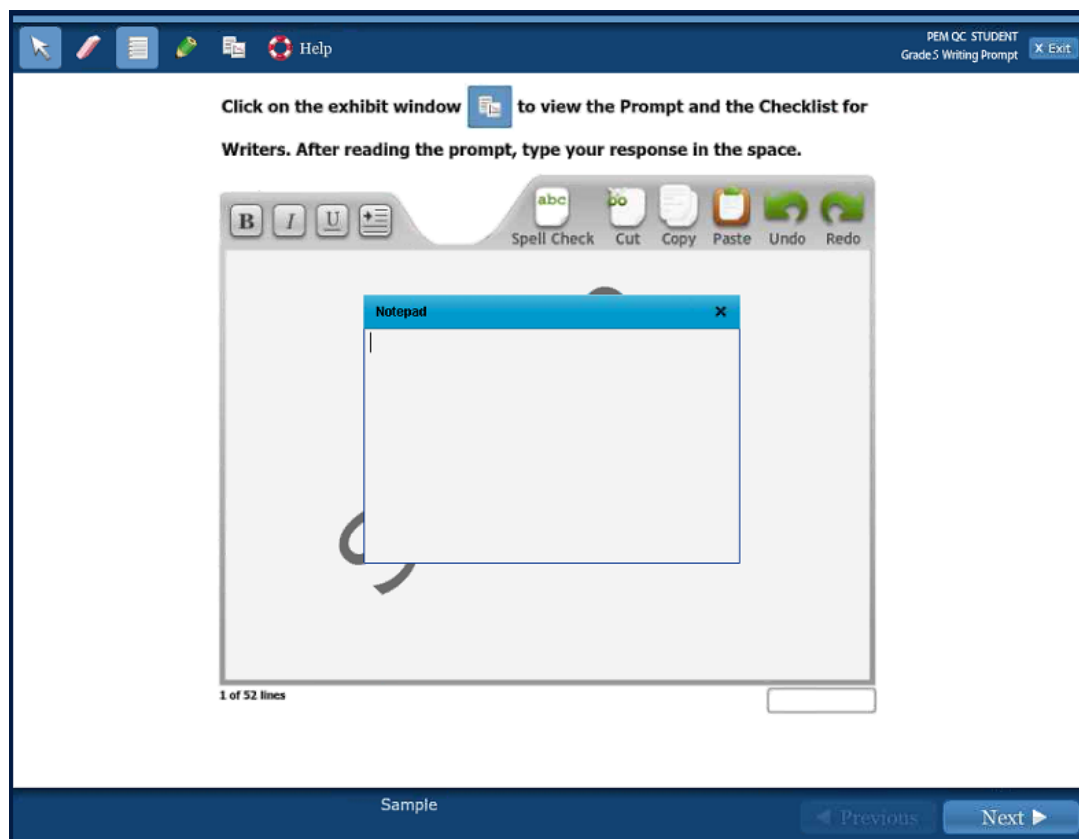
**SAY** **You may use the notepad to make notes that may assist you in the writing process. Practice typing a few sentences within the notepad window.**

Pause while students type in the window.

**SAY** **If you want to delete information in the notepad, click and drag over the text to highlight it. Then press the "delete" button on your keyboard. You may also use the backspace on your keyboard to delete text. Practice deleting some of the text you have entered within the notepad.**

Pause while students practice deleting text.

**SAY** **Now, click on the "x" in the upper right hand corner of the notepad window to close the window. You can also click on the notepad icon in the blue toolbar to close the notepad. Then click on the notepad icon again to open it.**

Pause while students close and reopen the notepad window.
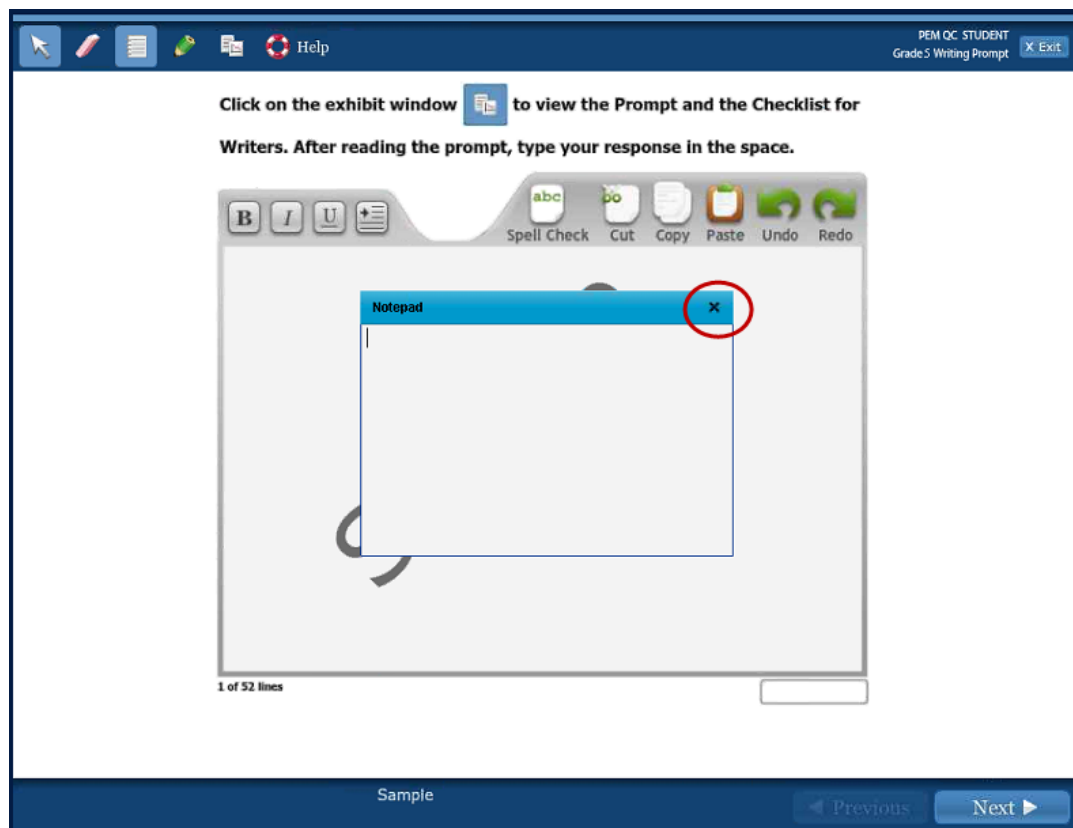
**SAY** **Notice that the information you had in the notepad remains within the window, even after you closed it and reopened it. The information you type into the notepad will remain until you delete it.** (Pause.)

The notepad tool on this sample screen is here to provide directions on how to use the notepad tool. The information the student types into the notepad tool on this sample screen will NOT be in the notepad tool located on the actual screen where students type their response. The text they type into the notepad tool on the actual response page will remain, even after they leave that screen.

**SAY** **Now move the notepad window on the screen by clicking on it and dragging it to a new location. You may choose to leave the notepad open or closed while writing your response to the prompt.**

Pause while students move the notepad window.

**SAY** **Now close the notepad window.**

Pause while students close the notepad window.

**SAY**   **There is one more icon on the top toolbar, and that is the Help tool icon**

**(****). This icon has a red and white life preserver with the word "Help" next to it. Information about each of the tools on the top toolbar is available by clicking this icon.**

**Click on the Help icon now. To display help on a specific tool, click the tool name in the drop-down list. Take a moment to click on the different tools and see the information that is provided.**

Pause while students explore the Help tool. Offer assistance, as needed.
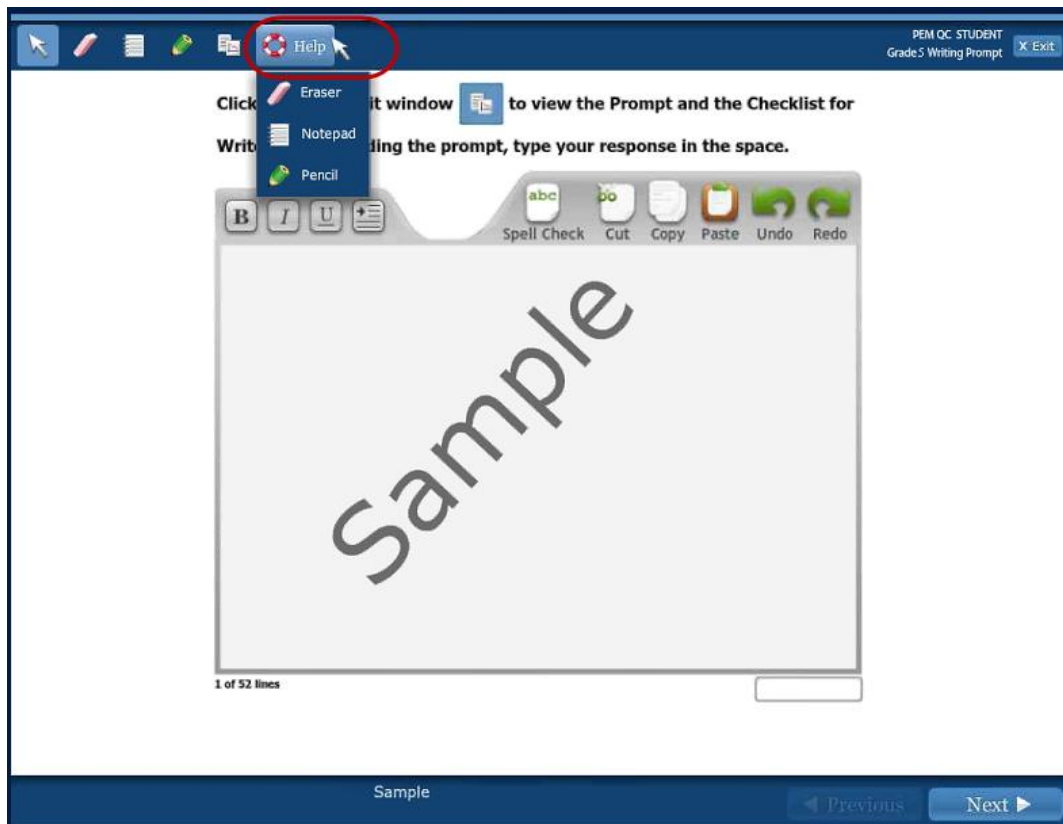


**SAY**   **Next we are going to look at the writing response area in the middle of the screen. If this were an actual SOL test, only the writing inside the writing response area would be scored.  Since we cannot type on the current screen, click *Next* on the lower right hand corner of the screen to go to the screen where you will enter your response to the prompt.**

Pause while students click *Next*.
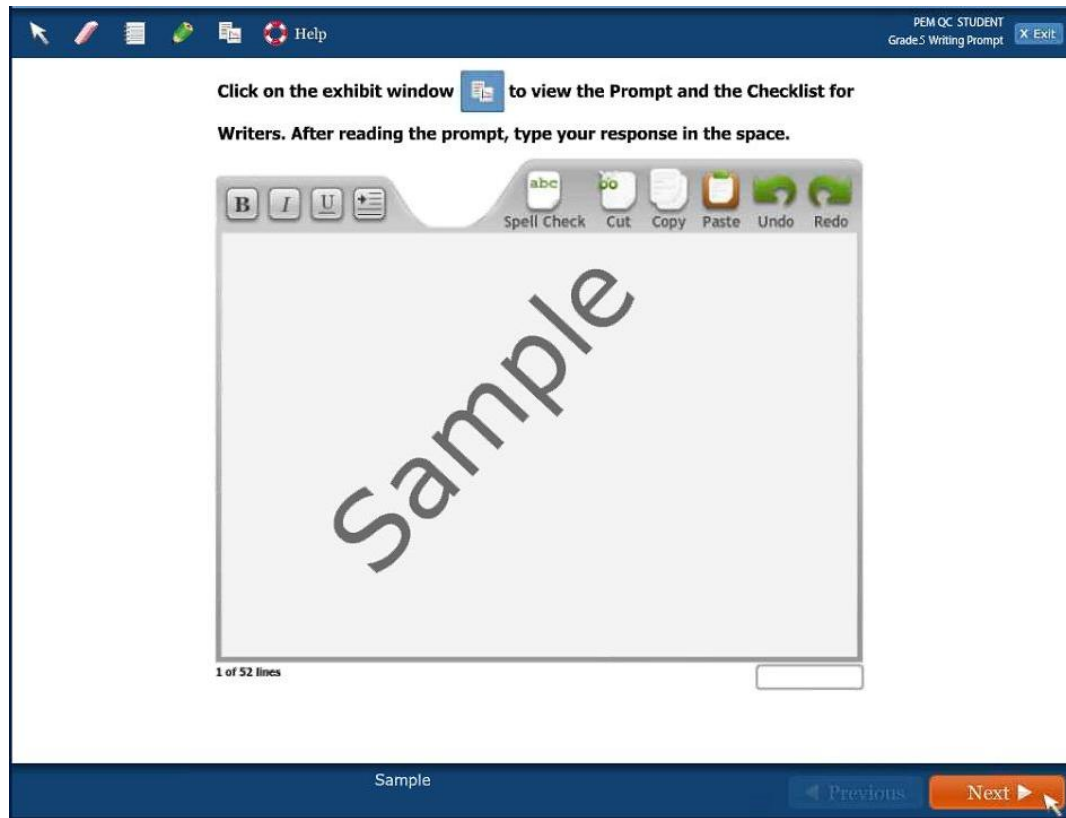
**SAY** **Notice there are icons for several tools at the top of the writing response area. The icons you may use to access the available writing response tools are, from left to right, bold, italic, underline, indent, spell check, cut, copy, paste, undo and redo.**
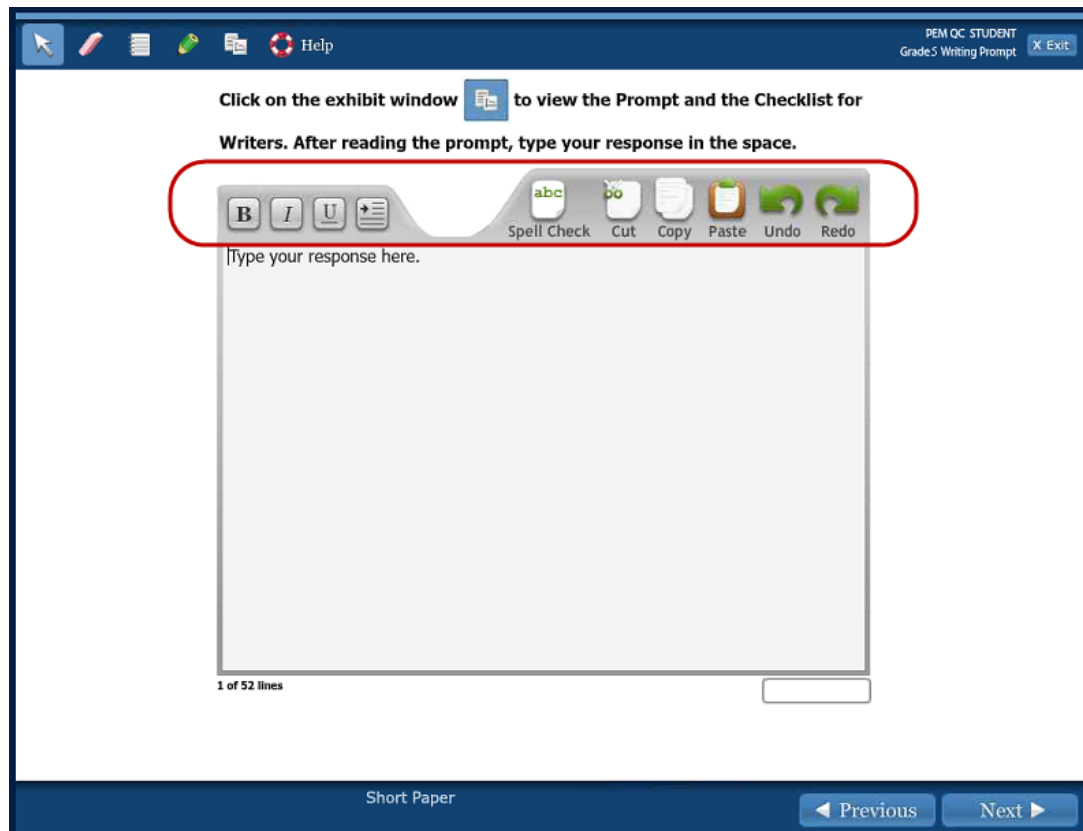
**SAY** **Type three lines of text into the writing response area. To do this, place your cursor inside the box and begin typing on the keyboard.**

Pause while students type the text.

**SAY** **We are now going to practice using the writing response tools. Place the pointer next to a line of text you typed and then click and drag over the text to highlight it.**

**Then click on the Bold icon ( B ).** (Pause.)

**The highlighted text should now appear bold, and it will remain highlighted until you click on a different location in the response area. If you change your mind and want to remove the bold formatting, you can highlight the bold text and click on the Bold icon again to remove that formatting.** (Pause.)

**Practice making bold text and removing the bold formatting.**

Pause while students practice.

**SAY** **Are there any questions on how to use the Bold tool?**

Answer any questions.

**SAY**     **Now place the pointer in front of a word you want to highlight and then click and drag over the text to highlight it. Then click on the Italic icon (** I **).** (Pause.)

**The highlighted text should now appear italic, and it will remain highlighted until you click on a different location in the response area. If you change your mind and do not want the text to be italicized, you can highlight the italic text and click on the Italic icon again to remove that formatting.** (Pause.)

**Practice making italic text and removing the italic formatting.**

Pause while students practice. Answer any questions.

**SAY**     **Now place the pointer in front of a word you want to highlight and then click and drag over the text to highlight it. Then click on the Underline icon (** U **).** (Pause.)

**The highlighted text should now appear underlined, and it will remain highlighted until you click on a different location in the response area. If you change your mind and do not want the text to be underlined, you can highlight the underlined text and click on the Underline icon again to remove that formatting.** (Pause.)

**Practice underlining text and removing the underlining.**

Pause while students practice. Answer any questions.

**SAY**     **Place the pointer in front of a line of text that you want to indent. Then click on the Indent icon (** ** ).** (Pause.)

**The line of text should shift to the right.** (Pause.)

**If you want to start a new paragraph from the middle of a line of text, press the "enter" key on your keyboard and then click the indent icon.**

**Practice indenting text.**

Pause while students practice. Answer any questions.  Note that the tab key on the keyboard cannot be used to indent a line of text.  The tab key performs other functions within TestNav, and as such, cannot be used to indent text.

**SAY**     **If you want to remove the indent from a line, place the cursor in front of the first word and use the backspace key to move the text back to the left margin.**

**Practice removing the indent.**

Pause while students practice. Answer any questions.

**SAY**     **Now, let's practice using the spell check tool.**

**The spell check is one tool that can be used to help identify misspelled words. However, you must use your best judgment when deciding whether a word is spelled correctly.**

**SAY**   **To show you an example of this, delete all text in the response area right now.  To do this, highlight all of the text and press the delete key or the backspace key.**

**Now, make sure your cursor is located at the left margin, and type the following sentence that I read aloud.**

Pause while students delete all text.  It is recommended that you write the following sentence on the chalkboard or whiteboard, or provide the sentence on a sheet of paper so students can clearly see what should be typed in the response area.

**SAY**   **Type:  "Kortney's dog, Sam, can't find his toy."**

**Click on the Spell Check icon (** abc Spell Check **).  Text that is spelled incorrectly will be underlined in red.** (Pause.) **This particular spell check may identify proper nouns as spelled incorrectly.**

**SAY**   **The proper noun, *Kortney*, shows up as incorrect but the proper noun, *Sam*, does not.**
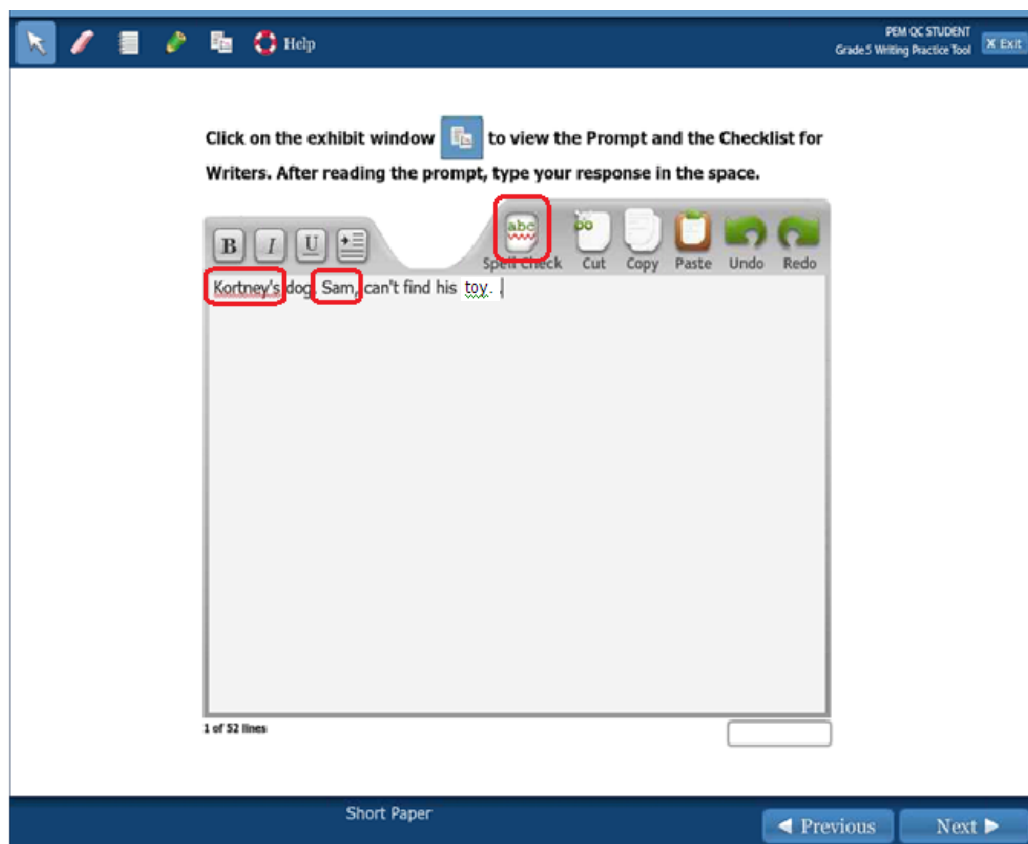
**SAY**   **Certain proper nouns may be identified as incorrectly spelled when, in fact, they are spelled correctly. You must use your best judgment when deciding whether a word is spelled correctly.**

**Now click on the name *Kortney*. Notice a drop down list of replacement words is offered. However, since *Kortney* is spelled correctly, you may use your pointer to select the option "Ignore All." The red underline disappears.**

Pause while students practice using the spell checker.

**SAY**   **Type in one more sentence right next to this one, on the top line. Type: "I write with a pencil," only spell the word *pencil* as *pencl*.**

You can write the sentence on the chalkboard or whiteboard if necessary to show the incorrect spelling.

**SAY**   **The spell checker should still be on, and *pencl* should be underlined in red.** (Pause.)

**Click on *pencl* to see the drop down list of possible replacement words. With the pointer, choose the correct spelling "pencil" from the list. It will replace *pencl* in the response area.**

Pause while students practice using the spell checker.

**SAY**   **Are there any questions on how to use the Spell Check tool?**

Answer any questions. Some teachers are instructing students to have the spell checker on prior to inputting a response so that the possible misspelled words are underlined as the student types. This may be a strategy that you suggest to students if you feel it may be helpful. Please note that examiners are not permitted to suggest this strategy during the administration of the actual Writing SOL assessment.

**SAY**   **We will now practice copying and pasting text. There are two ways to do this. Let's first practice using the icons above the writing response area. Place the pointer next to the text, "Sam, can't find his toy,"and then click and drag over the**

**text to highlight it. Then click on the Copy icon (  Copy ).** (Pause.)

**Now place your cursor after the word "pencil" in line one. Then click on the Paste**

**icon (  Paste ). The highlighted text should appear where you had placed the cursor. Are there any questions?**

Pause to answer any questions.

**SAY**   **Let's review the second way to copy and paste text. When we were reviewing the exhibit window earlier, there was a tab that listed shortcut keys that can be used to copy and paste. Open the exhibit window now and look at those shortcut keys.**

Pause while students look at the Shortcut keys tab.

**SAY**   **Let's practice using the copy and paste shortcut keys to copy and paste text within the response area.  Close the exhibit window so the response area is visible.**
(Pause.)

**To copy text, first highlight the text, "Kortney's dog, Sam," with the cursor, then press the [CTRL key and the "C" key] or [Command key and the "C" key] on your keyboard. Make sure you press both keys at the same time. Place your cursor after the word "toy" on line 2.  Now, press the [CTRL key and the "V" key] or [Command key and the "V" key] at the same time.**

**Notice that this text pastes to the left side of the response area on the next line. Since this text began a paragraph at the left margin when you first typed it, it will paste to the left margin.*  You will have to adjust the text inside the response area to place the sentence where you would like it to be located.  Practice using the backspace key or delete key to move the text next to the word "toy" in line 2.**

Pause.  *Please note that if a student indents the beginning of a new paragraph, the copy and paste process will left justify the copied text only if the spacing before the first word is also copied. Additionally, if a sentence within a paragraph is left justified because of text wrapping, that text will be pasted at the cursor location. If a sentence is left justified because of a hard return, that text will be left justified when copied and pasted.

**SAY**   **Now highlight the text, "I write with a pencil," then press the [CTRL key and the "C" key] or [Command key and the "C" key] on your keyboard. Place your cursor after the word "Sam," on the second line.  Now, press the [CTRL key and the "V" key] or [Command key and the "V" key] at the same time.**

**Notice that this text pastes to the location of your cursor.  Any text that is not next to the left margin can be pasted to any location within the response area where you place the cursor.  Are there any questions?**

Pause to answer any questions.

**SAY**   **Any text you type into the notepad tool can also be copied and pasted into the response area, and any text you type in the response area can be copied and pasted into the notepad tool.  You can only use the shortcut keys to copy and paste text between the notepad tool and the response area, and not the icons above the writing response area.**

**Open the notepad tool and type this sentence: "This is practice for the Writing test."  Practice using the shortcut keys to copy and paste this sentence from the notepad tool to the response area.**

Pause while students practice.  The notepad tool can be left open while copying and pasting text.

**SAY**   **Similar to when you copied and pasted text from one location to another within the response area, if a sentence begins a paragraph at the left margin of the notepad, the text will paste to the left margin of the response area. If the copied text does not begin at the left margin of the notepad, it can be placed at your cursor location within the response area.**

Pause and offer assistance as necessary.

**SAY**   **Now type this sentence in the response area after the sentence, "This is practice for the Writing test.": "I know how to copy and paste."  Then, copy and paste that sentence into the notepad tool using the shortcut keys.**

Pause while students practice copying and pasting between the response area and notepad tool.

**SAY**    **Notice that the text pasted to your cursor location within the notepad.**

**Are there any questions on how to copy and paste text using the icons at the top of the response area or by using the shortcut keys?**

Pause and answer any questions.

**SAY**    **Make sure your notepad window is closed.** (Pause.) **Now let's review how to cut and paste text to a new location within the response area.  Highlight the text you want to cut, then click on the Cut ( Cut ) icon. The highlighted text should no longer be visible on your screen. Now place your cursor somewhere within the writing response area. Then click on the Paste icon ( Paste ). If the text you cut was left justified because it began a new paragraph, then the new location of the text will appear left justified on a separate line below your text.  If the text you cut was not next to the left margin of the response area, then it should appear where you place your cursor.**

Pause while students cut and paste text. Answer any questions.

**SAY**    **There are two other tools at the top of the response area, the Undo ( Undo ) and Redo ( Redo ) tools. You can undo the very last action you took by clicking the Undo icon. If you later decide you didn't want to undo an action, you can click the Redo icon.**

**We will practice using these tools. Highlight a sentence within your typed text.** (Pause.) **Click the delete or backspace key on your keyboard. The sentence should no longer be visible on your screen. Now click on the Undo icon. The highlighted text should reappear. Now click the Redo icon and the sentence should no longer be visible. You can also click on the Undo and Redo icons if you change your mind after making text bold, italic, or underlined.**

Pause while students practice using these tools. Answer any questions.

**SAY**    **Now that all of the available tools have been reviewed, please delete all text from the writing response area and notepad.**

Pause while students clear text from the writing response area and notepad.

**SAY**     **I would like to point out two very important features located beneath the writing response area. On the lower left hand corner of the response area is a line indicator. The line indicator will help you judge how much space you have available for your response.**

              **The line indicator currently says "1 of 52 lines." This means that you have 52 lines available to type a response, and you are on line 1 of the writing response area.**

              **Type in at least three lines of text. Notice that the line indicator changes as you type.**

              Pause while students type into the box.
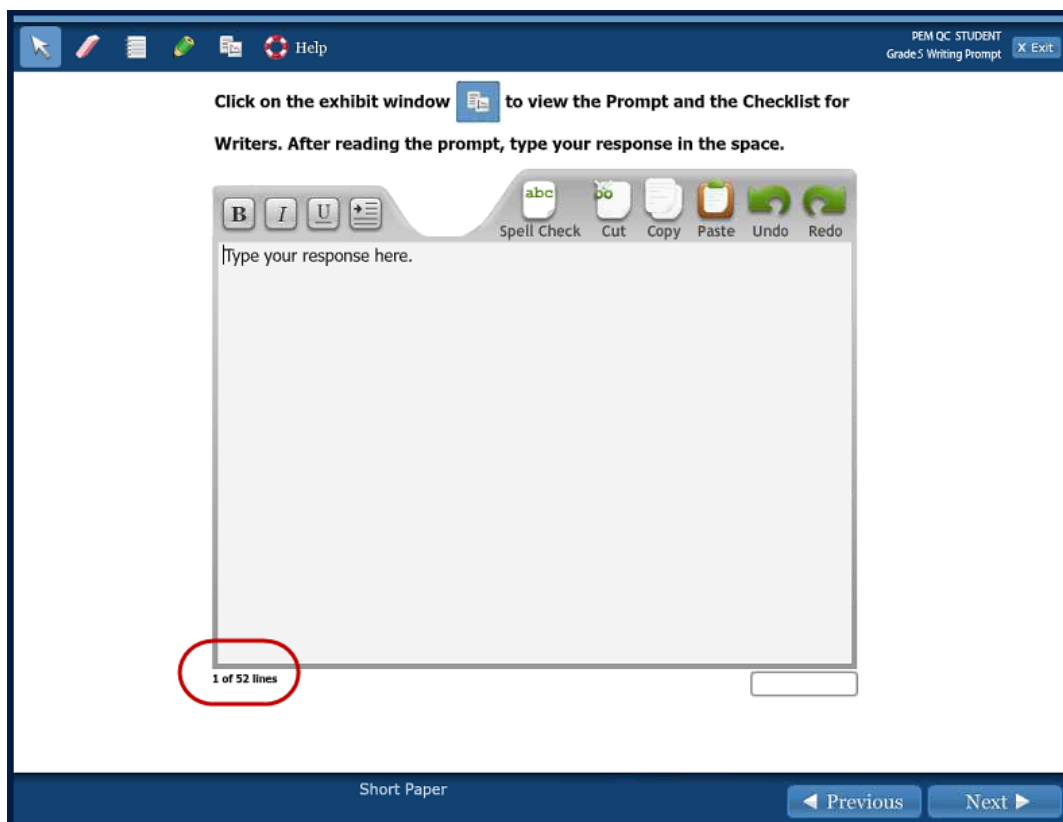


**SAY**     **For any writing prompt, it is not necessary to completely fill the entire 52 lines. You should, however, write as much as necessary to cover the topic well.**
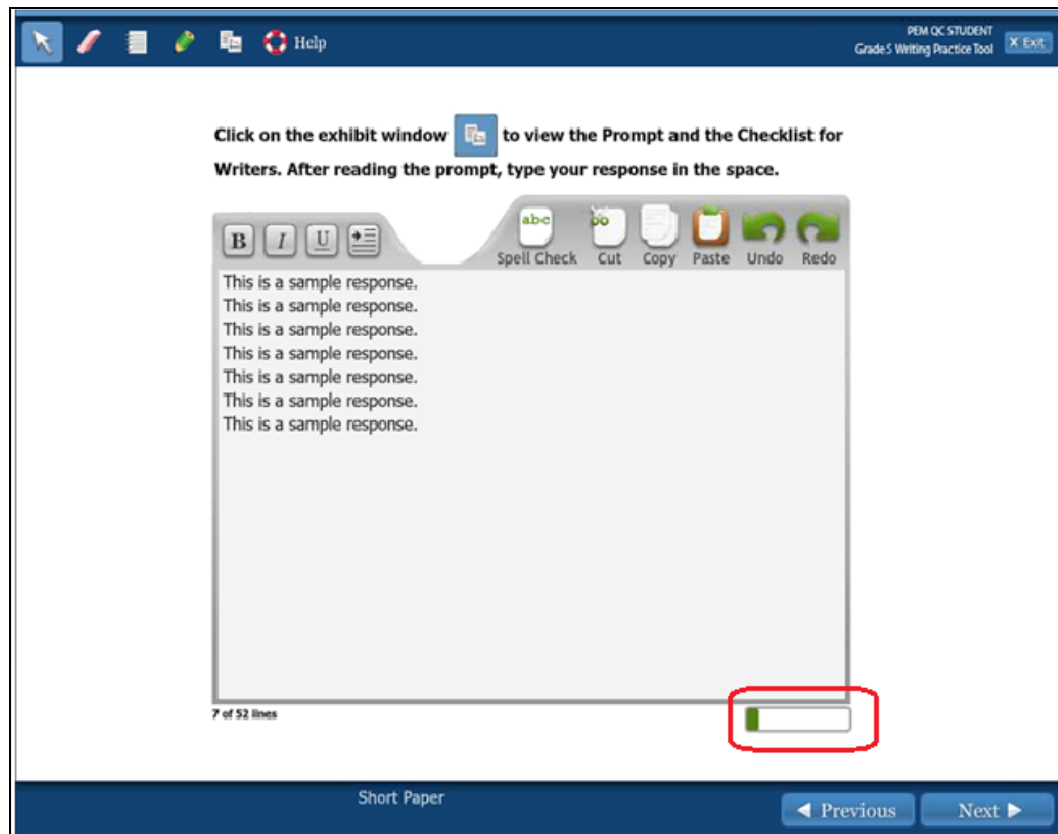
              **Does everyone understand how to interpret the line indicator?**

              Pause and answer questions. Make sure students understand that they do not need to use every available line for their responses.

              Note: If any blank lines are inserted into the writing response area by using the *Enter* key on the keyboard, they will be counted as used lines on the line indicator.

**SAY**     **The other feature that will help you judge the length of your response is the progress bar. The progress bar is located in the lower right corner of the response area.**

Pause while students locate this bar.



**SAY**   **The bar will fill up with green as you type your response. The green fill is a visual representation of the space _used_ while typing. When the bar is completely green, all of the available space has been used.**

**Practice typing lines of text and watch the green progress bar.**

Pause while students type and observe the Progress bar.

**SAY**   **Are there any questions on how to interpret the progress bar?**

Pause and answer questions. Make sure students understand that the progress bar shows how much space they have used out of the total space available, and that they may not need to use all available space for their responses.

Note: If any blank lines are inserted into the writing response area by using the *Enter* key on the keyboard, they will be counted as used space on the Progress bar.

**SAY**   **Now let's look at the screens you will encounter once you are finished using the Writing Practice Tool. Click on the *Next* button on the bottom right of the screen.**

Pause while students go to the next screen.
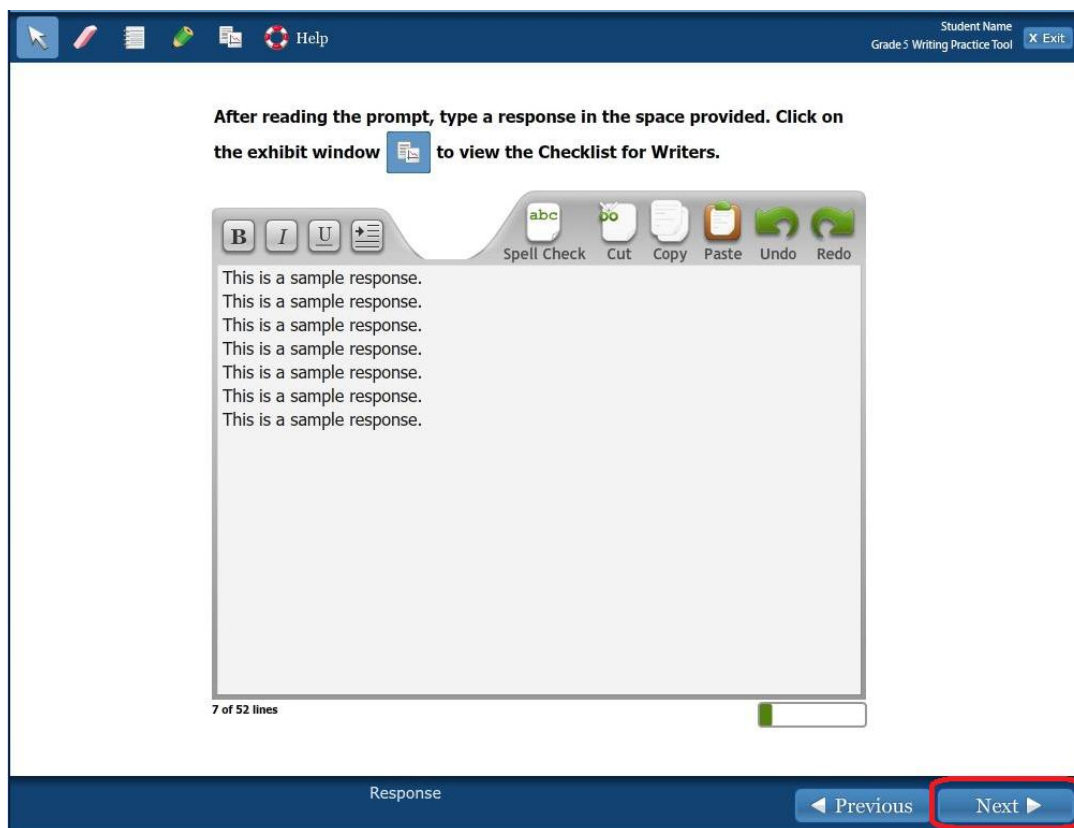
**SAY    You should now see a Section Review screen. From this screen, you can either click on "Sample" to return to the sample page, or you can click on "Short Paper" to return to your written response.** (Pause.)  **If this were an actual SOL test, you would click on "Short Paper" if you wanted to review your response again.**

Revised February 14, 2013

**SAY**     **If you do not wish to review your response, then you can click the blue button on the bottom left of the screen that says *Submit and Exit Test.***

Pause while students click on the *Submit and Exit Test* button.

There is a blue *Test Overview* button on the upper right corner of the screen. It is not necessary to go to the overview screen to submit a test. The *Test Overview* button will take the student to a different screen where they can exit the test or return to the test. To exit the test, click on the *Exit Test* button at the top of the screen or the *Submit and Exit Test* button at the bottom of the screen. To return to the test, click on the word 'Section' in the gray bar.

**SAY**     **You should see a stop sign with some options. It is important to review these three options.** (Pause.)

**SAY**    The first option, **"***Return to the test,***"** allows you to return to the practice tool. You would click this option if you wanted to make edits to your response.

The second option states, ***"Exit the test."*** This option should NOT be chosen. This option may be used during actual SOL testing, but should NOT be used for this practice tool. If you click on this option, you will lose all of your work. It will not be saved.

The third option states, **"***Submit the test."*** This allows you to submit your final response.

Pause and make sure students understand not to choose option 2. During actual SOL testing, students may be directed to choose this option if they are being moved to a different location to complete their test or if they need to leave the testing environment (while monitored) for a short time.

**SAY**    Once you have chosen option 3 to submit your final response, there will be the choice to print or save your writing response. Please raise your hand when you get to this screen, and I will guide you through the [save or **print**] process.

Students will be able to print or save their responses. The saved responses will be in PDF format. The students will not be able to go back in at a later time to add or edit the response.

**SAY**    Now that we have reviewed the Writing Practice Tool, please click on the first option, "Return to the test." This will take you to the Section Review screen where you should click on the gray bar labeled "Short Paper." Then, you will be taken to the writing response screen.

Pause while students return to the writing response screen.

**SAY**    Please delete any text you have written in the writing response area or on the notepad.

Pause while students delete text. Wait until all students are ready before continuing.

**SAY**    Since the practice prompt is not within the Writing tool, I will provide you with one. Remember, if this were an actual SOL test, the prompt would be found in the exhibit window.

I will now provide you with the writing prompt and some scratch paper. You may use scratch paper or the notepad tool for any planning you need to do before you begin writing your paper.

You may take as much time as you need to complete this practice prompt. Be sure to type your response in the writing response area.

Provide the prompt to students (see page 5), and distribute the scratch paper.

**SAY**    Now read the writing prompt to yourself.

Pause while students read the writing prompt.

**SAY**    Make sure that you write about the topic provided. Please remember, the response area has limited space. You may need to rework your response if it does not fit in the allotted space.

**SAY   Are there any questions?**

Pause. Answer all questions. Questions should be encouraged so that every student understands the mechanics of how to respond to the prompt on the computer.

**SAY   Please raise your hand if you have any questions or computer difficulties. Also, when you have finished, please raise your hand so I can guide you through the [save** or **print] process. Do NOT submit your test without permission from me.**

**Are there any questions?**

Students will have the opportunity to print and/or save their responses prior to exiting. Once a student *Exits* the application, the response cannot be printed or saved. Therefore, it is important to have the students print or save their responses **prior** to exiting.

Indents and line breaks that students type in the actual writing response screen will not match the printed/saved version. There are no scoring implications for line wrapping, so this will not impact the student's score in a live testing environment. Actual SOL tests that are submitted for scoring are viewed and scored online and are not printed.

**SAY   You may start working now.**

Once a student has notified you that the response is complete and the student is on the *Test Overview* screen, have the student click on option 3 to submit the response. Then have the student click on the green "Final Submit" button. On the resulting screen print or save the prompt.

To Print the writing response:
- Click on the *Print* button.
- Choose the printer from the "Select Printer" box and then click on "Print."
- A page that includes the name the student entered when he logged into the practice tool will print.

To Save the writing response:
- Click on the *Save* button.
- Choose a folder. To save to the student's work station, choose the "C" drive. You can specify a subfolder within the drive. Also, the file name is auto-populated and cannot be changed. However, the file name does contain the student's name as was entered when he logged into the practice tool. When the report file is opened, the student's name will also appear at the top of the report.

A sample student Response Report is shown below.



Thank you for using this guide to help your students become familiar with the design and format of the online writing tool.